

MEMORANDUM

August 25, 2009

TO: George Griffin, Director, Department of Liquor Control

FROM: Chris Cihlar, CountyStat Manager

SUBJECT: Department of Liquor Control Inventory Management

The following items were identified for follow up during the August 25, 2009 CountyStat meeting:

1. Determine the Department of Finance's responsibility, as written in Maryland State Code, in maintaining data on sales and/or inventory.
Responsible party: Department of Liquor Control (DLC)
Other parties involved: Department of Finance, CountyStat
Deadline: September 25, 2009
 2. Conduct further study of inventory shrinkage, including explaining the controls on minimizing shrinkage and disposing of product. This should also include an analysis of the impact of the new IT system on inventory shrinkage.
Responsible party: DLC
Other parties involved: CountyStat
Deadline: October 9, 2009
 3. Evaluate the special order policy in the following respects: a) determine the feasibility of using the special order process to reduce the need to maintain slow-moving stock; b) adjust the return policy for retail customers and licensees such that those parties are held responsible for orders they make.
Responsible party: DLC
Other parties involved: CountyStat
Deadline: October 30, 2009
 4. Develop two new performance measures, inventory turnover and inventory as a percent of annual sales, for inclusion in the department's performance plan.
Responsible party: DLC
Other parties involved: CountyStat
Deadline: October 30, 2009
- cc: Timothy Firestine, Chief Administrative Officer
Fariba Kassiri, Assistant Chief Administrative Officer